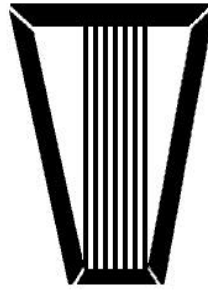




U.S. DEPARTMENT OF ENERGY

SENIOR EXECUTIVE SERVICE Employment Opportunity



Announcement No.: ETR 00-ES-10-043A

Mail Distribution Code: 2, 3, 4, 5, 7, 8

Issue Date: July 20, 2000

Closing Date: September 5, 2000

Area of Consideration:

Government-Wide ☐

Nation-Wide All Sources ☒

CLOSING DATE AMENDED

POSITION: Associate Director for the Office of Space and Defense Power Systems, ES-340

ORGANIZATION LOCATION: Office of Space and Defense Power Systems, Office of Nuclear Energy, Science and Technology

SALARY RANGE: \$115,811 - \$130,200 per annum

GEOGRAPHIC LOCATION: Germantown, Maryland

ALL POSITIONS ARE SUBJECT TO THE DEPARTMENT OF ENERGY DRUG FREE WORK PLACE PROGRAM

DUTIES AND RESPONSIBILITIES: The Associate Director for the Office of Space and Defense Power Systems is responsible for: (1) providing compact, safe radioisotope power systems, heater units, and related technologies to support other agencies in space exploration and national security missions; (2) maintaining facility infrastructure and capabilities that enable the Department to produce radioisotope power systems for future space and national security missions; and (3) supporting the National Aeronautics and Space Administration in planning and technology development efforts related to potential future use of radioisotope power systems and space fission power or propulsion systems required to support the exploration of space.

The position requires a "Q" security clearance or the ability to acquire such a clearance.

QUALIFICATION REQUIREMENTS: To be eligible for consideration, applicants must meet all of the following five Executive Core Qualifications which are defined on the back of this announcement:

1. Leading Change
2. Leading People
3. Results Driven
4. Business Acumen
5. Building Coalitions/Communication

In addition, applicants must possess the following technical qualifications:

1. Experience in technical program management.
2. Knowledge of project management.
3. Knowledge of nuclear facilities.
4. Ability to deal successfully with high-level Government and industrial officials and organizations.

METHODS: Applicants will be rated and ranked by a Merit Staffing Committee using only the information submitted for consideration. Failure to document demonstrated experience, training, or education in support of the required qualification requirements will adversely affect an applicant's chance for further consideration. The committee will rate and rank each applicant based on the criteria identified in the qualification requirements and refer the top applicants to the selecting official. The selecting official will consider the applicants referred based on the information provided and/or personal interview.

TO APPLY: All applicants are requested to submit an original and three copies of one of the following documents to expedite the selection process: (1) Optional Application for Federal Employment Form (OF-612); (2) Résumé; (3) Application for Federal Employment (SF-171), or any written format of your choice. Regardless of document chosen, it must contain the following information: announcement number, full name, address, day and evening phone numbers, social security number, country of citizenship, reinstatement eligibility, highest Federal civilian grade held, education, work experience, and other job related information pertinent to the position for which applying. In addition, applicants must submit the following information: (1) Supplemental statement addressing each of the qualification requirements listed above, and (2) a current performance appraisal (optional). Applications should be sent to the Department of Energy, 1000 Independence Ave., S.W. Washington, DC 20585, MA-351, **ATTENTION: ETR-00-ES-10-043A**. For further information contact Tanja Doy-Ramber at (202) 586-8463. Application materials **must be postmarked by the closing date of this announcement**. All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership, or other non-qualifying physical or mental handicaps.

YOU CAN HAVE VACANCY ANNOUNCEMENTS SENT TO YOU VIA FAX BY CALLING (202) 586-1705.

OPM Executive Core Qualifications

If you are a current SES career appointee or an SES reinstatement eligible, you need not complete the ECQs listed below.

I. Leading Change

This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- Understanding the roles and relationships of the components of the national policy making and implementing process, including the President, political appointees, Congress, the judiciary, state and local governments, and interests groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

II. Leading People

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).
- Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

III. Results Driven

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.

- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.
- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

IV. Business Acumen

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

- Assessing current and future staffing needs based on organization goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- Overseeing procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs, understanding the impact of technological changes on the organization.

V. Building Coalitions/Communication

This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

- Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.
- Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- Working in groups and teams, conducting briefings and other meetings, gaining cooperation from others to obtain information and accomplish goals, facilitating "win-win" situations.
- Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.